

3 FAM 5000 LABOR-MANAGEMENT RELATIONS

3 FAM 5100 GENERAL

3 FAM 5110 GENERAL PROVISIONS

(CT:PER-661; 11-22-2011)
(Office of Origin: DGHR/PC)

3 FAM 5111 AUTHORITY

(CT:PER-661; 11-22-2011)
(State Only)
(Applies to Foreign Service and Civil Service Employees)

The authorities cited for this subchapter are:

- (1) 5 U.S.C. 7101 (Civil Service). The subchapters are:
 - (a) Subchapter 1 (5 U.S.C. 7101 - 7106) – General Provisions (including employee and management rights);
 - (b) Subchapter 2 (5 U.S.C. 7111 - 7120) – Rights and Duties of Agencies and Labor Organizations;
 - (c) Subchapter 3 (5 U.S.C. 7121 – 7123) – Grievance, Appeals and Reviews; *and*
 - (d) Subchapter 4 (5 U.S.C. 7131 – 7135) – Administrative and Other Provisions (including official time); and
- (2) 22 U.S.C. 4101 (Foreign Service). While not divided into subchapters, *this* chapter includes the same topics except for grievances. Foreign Service grievances are covered at 22 U.S.C. 4131.

3 FAM 5112 RESPONSIBILITIES

3 FAM 5112.1 The Office of the Chief Labor Management Negotiator

(CT:PER-661; 11-22-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. The Office of the Chief Labor Management Negotiator (*DGHR/PC/LM*) is responsible for providing Departmental guidance on the requirements for union consultation and bargaining, and for conducting consultation and bargaining on matters that apply Department-wide or across bureau lines, such as provisions of the Foreign Affairs Manual (FAM).
- b. The Labor Management Negotiator, Policy Coordination Staff, has the responsibility to represent the Department in negotiations with the exclusive representative. This designation has been made to facilitate the centralized and expeditious processing of labor relations matters. Other officers in the Department whose responsibilities include the development of policies and procedures affecting working conditions are required to keep *DGHR/PC/LM* informed of developments in their areas that affect *its* responsibilities. In executing its responsibilities, *DGHR/PC/LM* will coordinate with appropriate officials.
- c. The Department, through *DGHR/PC/LM* and the exclusive representative shall inform each other of any proposed changes in personnel policies, practices, or matters, whether established by regulation or otherwise, affecting general working conditions in accordance with the applicable collective bargaining agreement.

3 FAM 5112.2 Joint Negotiations

(CT:PER-661; 11-22-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

The *Chief* Labor Management Negotiator (*DGHR/PC/LM*) has the responsibility to represent the Department in joint negotiations with the exclusive representative when a personnel policy is for application jointly to Foreign Service employees in more than one foreign affairs agency. Procedures for joint negotiations will be established by the foreign affairs agencies and the appropriate exclusive representatives in those agencies.

3 FAM 5112.3 Bureau Management Officials

(CT:PER-661; 11-22-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Where new or changed conditions of employment will apply only at the bureau or lower organizational levels, management officials at those levels are responsible with guidance from *the Office of the Chief Labor Management Negotiator (DGHR/PC/LM)* for ensuring that appropriate consultation and bargaining is accomplished.
- b. Each bureau is responsible for notifying the exclusive representative of proposed changes in personnel policies, practices, or matters *on* general conditions of employment that are bureau-specific.

3 FAM 5112.4 Role of Under Secretary for Management (M)

(CT:PER-661; 11-22-2011)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

An agreement between the Department and the exclusive representative is subject to approval by the Under Secretary for Management (M) as designated by the Secretary.

3 FAM 5113 THROUGH 5119 UNASSIGNED